

Wildland Fire Incident Records

Retention Guidance

Apr 15, 2005

Permanent Fire Incident Records to National Archives after 20 years	Temporary Fire Incident Management Records 7 Year Retention
<p> Delegation of Authority tied to WFSA Final Fire Behavior Analyst Report Final Fire Narrative Report (or equivalent) Final Statement of Costs Fire Maps (final perimeter, final progression) Individual Fire Report FS 5100-29, DI-1202 Infrared Imagery with Interpretation News Releases/Reports/Clippings Photos essential to long-term documentation ** Wildland Fire Implementation Plan Wildland Fire Situation Analysis </p> <p>OTHER RECORDS (see footnote)</p> <p>**All photos essential for understanding the history of the fire from inception to completion should be labeled and placed with the permanent records and maintained as such. <u>All duplicate and non-essential photos are treated as temporary.</u></p>	<p> ICS 201- Local IC Briefing ICS 202 - Objectives ICS 203 - Organization ICS 204 - Assignments ICS 205 - Communications ICS 206 - Medical Plan ICS 209 - Incident Status Summary Report ICS 211 - Check-In List ICS 212 - Safety Inspection Checklist (& OPF 296) ICS 213 - General Message Forms ICS 214 - Unit Log ICS 215 - Planning Worksheet ICS 215A – IAP Safety Analysis ICS 218 - Support/Trans Vehicle Inventory ICS 219 - T-Cards ICS 221 - Demobilization Checkout Agency Administrator Briefing Air Operations/Helibase Records Cost Apportionment Agreement / Daily Cost Estimates Cache Issue Return Report/Requisitions (OF 315) Demob Plan Evacuation Plans Extended Hours Justification Fire Behavior Message/Weather Forecast Firing Operations Plans Heritage/Cultural Resources Notification to IMT Incident Action Plans (IAP's) Incident Communications Logs Incident Complexity Analysis Incident Critical Stress Management Documentation Incident Transition Plan/ Takeover / IMT Evaluation Mechanical Equipment Use in Wilderness Request Medical Logs Photos, Non-Essential R&R information Resource Advisor Information (air quality, wildlife, etc) Resource Orders (originals) Safety Officer Reports/Accident Logs Structure Protection Plans Thank You Letters to Public/Community Partners Training Specialist Narrative Waybills Weather Data (raw data files) * </p> <p>*All raw weather data (as from belt weather kits) not captured elsewhere should be placed with the permanent records. All raw weather data entered and maintained in an electronic system should be treated as temporary. Weather records in electronic databases will be scheduled separately.</p>
Non Records	
<p>Copies of records filed elsewhere. Destroy when no longer needed for administrative purposes</p> <p>Includes COPIES of records such as:</p> <p> Commissary Issue Reports NPES 2180 Contracts (including EERAs) Equipment Time Reports/ Work Orders Fire Qualifications (Red Cards) Firefighter / CrewTime Reports Passenger Cargo Manifest Performance Evaluations Resource Orders (ROSS/MIRPS) Security Investigation Reports T-Card Equipment Check out/ check in Training Documentation </p>	

Footnote: Other permanent records may include those relating to joint operations and/or mutual aid; copies of Incident reports and analyses prepared by agencies other than the Incident Management Team or host unit; records documenting significant interactions with communities affected by the Incident; and selected reports or notes pertaining to high-level management and security issues that have not been incorporated into the fire narrative.